

~~CONFIDENTIAL~~

DD/S 59-3491

~~CIA INTERNAL USE ONLY~~

31 July 1959

## MEMORANDUM FOR: General Counsel

Comptroller  
 Director of Communications  
 Director of Logistics  
 Director of Personnel  
 Director of Security  
 Director of Training  
 Chief, Audit Staff  
 Chief, Commercial Staff  
 Chief, Management Staff  
 Chief, Medical Staff  
 Special Support Assistant to DD/S  
 Special Planning Assistant to DD/S

SUBJECT : Review of Administrative Procedures

*06/622  
2/11  
Same  
3 (3)*

1. In an organization such as ours, which has expanded rather rapidly over a short period of time, it is almost inevitable that certain administrative procedures and controls come into play which not only tend to be overburden-some, but in some cases entirely unnecessary. I believe we have reached a point in the development of the support organization where it would be profitable for us to undertake a systematic review of our many procedures with a view to simplifying them as much as possible, and eliminating those that are no longer needed.

2. The big question, in such an undertaking, is how do we go about it? Ideally it probably would be best to assign a group to devote full-time to this problem. From a practical standpoint, however, this does not appear to be feasible. As an alternative, I have decided to establish a Support Procedures Committee, with the understanding that the members of this Committee will devote a share of their time to this matter while still maintaining major responsibilities for their current assignments. This Committee will work under my general guidance, and rather than launching forth on a large-scale program, will be instructed to examine various procedures and practices one or two at a time, and complete each review before going on to others.

DOC 29	REV DATE	14 MAY 1981	BY	029725
ORIG COMP	OPI	38	TYPE	01
ORIG CLASS	4	2	REF CLASS	
JUST	22	PASS APPROVED FOR RELEASE 2001/08/14 : CIA-RDP80-01370R000200020061-1	AUTH:	HR 10-2
NEXT REV 2011				

~~CIA INTERNAL USE ONLY~~~~CONFIDENTIAL~~

**CONFIDENTIAL**

Approved For Release 2001/08/14 : CIA-RDP80-01370R000200020061-1  
~~CIA INTERNAL USE ONLY~~

-2-

**SUBJECT: Review of Administrative Procedures**

3. The work of this Committee will be so programmed that it will neither duplicate the efforts of Management's Organization and Methods Staff nor compete with the Suggestion Awards Program. The fundamental concept that I have in mind in establishing this Committee is that it will limit its activities to those administrative procedures and controls which I have authority to modify or eliminate. Furthermore, the Committee will be instructed not to undertake any specific review without first determining whether or not the Management Staff or the Suggestion Awards Staff is currently working on the specific item in question.

4. I firmly believe we can make this Program a success. To do so, however, we must objectively seek ways to simplify our work and, at the same time, not endanger or undo the sound practices we have established. To this end, I request that each of you support this Committee and give it the benefit of your varied experience and detailed knowledge of the activities under your jurisdiction.

5. The Committee will be composed of the following members:

25X1A9a

[REDACTED]  
Chairman  
Member  
, Member  
Member  
Member  
Recording Secretary

FOIAb3b

[REDACTED]  
L. A. White  
Deputy Director  
(Support)

~~CIA INTERNAL USE ONLY~~

**CONFIDENTIAL**

Approved For Release 2001/08/14 : CIA-RDP80-01370R000200020061-1